



HEADQUARTERS
NORTH CAROLINA WING CIVIL AIR PATROL
United States Air Force Auxiliary
PO Box 2082
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REPLY TO
ATTN OF: Maj Richard G. Augur, DO

24 Mar 04

SUBJECT: NC Wing Flight Crew Information File (NCW FCIF) # 04-5 (C1): **Funded Checkrides**

TO: NC Wing Pilots, Commanders, and Stan/Eval members

1. This FCIF outlines procedures for requesting reimbursement for CAPF 5 and CAPF 91 checkrides.
 2. Approved checkrides will be reimbursed for up to 1.5 hours (Tach Time).
 3. Reimbursement requests will be IAW CAPR 173-3.
 4. Only one CAPF 5 checkride per calendar year per eligible pilot is eligible for reimbursement. Additionally, only one CAPF 91 checkride conducted biennially per eligible pilot is eligible for reimbursement.
 5. Failed checkrides will not be reimbursed.
 6. The following pilots are eligible to request reimbursement for CAPF 5 checkrides. The pilots are listed in **priority** order (IAW CAP-USAFI 10-802) and yearly funding will determine actual approval and reimbursements. No initial CAPF 5 checkrides for new CAP pilots will be approved.
 - a. qualified mission check pilots
 - b. qualified mission pilots
 - c. check pilots
 - d. instructor pilots
 - e. qualified mission transport pilots
 - f. qualified cadet orientation pilots - no initial checkrides for a new pilot
 7. The following pilots are eligible to request reimbursement for CAPF 91 checkrides. The pilots are listed in **priority** order (IAW CAP-USAFI 10-802) and yearly funding will determine actual approval and reimbursements.
 - a. qualified mission check pilots
 - b. qualified mission pilots
 8. Funded checkride request and approval process:
 - a. Make CAPF 5 requests IN WRITING (email is acceptable) 10 days in advance with the NCWG/DO (rraugur@charter.net).
 - b. Make CAPF 91 requests IN WRITING (email is acceptable) 10 days in advance with the NCWG/DOS (khodgin@aol.com).
 - c. The request will include: pilot name and CAP ID, planned flight date, type checkride, planned check pilot name, planned aircraft.
 - d. The request will be reviewed for eligibility based on pilot qualifications and participation in CAP activities.
 - e. If verified as an eligible flight the request will be forwarded to the State Director (SD), Mr. Al Johnson, for approval.
 - f. If approved, the SD will issue a checkride mission number which will be valid for **seven days**.
 - Requests approved late in the month will be issued a mission number for the next month. Plan ahead!
 - g. SD will inform the DO or DOS, as appropriate, of the mission number and valid date.
 - h. The DO or DOS, as appropriate, will issue the mission number to requestor.
 - i. The flight will be flown under mission code A-7.
 - j. Normal flight release procedures will apply. Both the mission number and flight release number are required.
 - k. Pilots will pay for ANY flight time greater than 1.5 hours (Tach Time) using normal "non-funded" payment procedures.
 - l. Reimbursement for up to 1.5 hours (Tach Time) will be requested IAW CAPR 173-3. Fuel receipts will be prorated to 1.5 hours.
 - m. The Check Pilot or designated individual SHALL immediately report completion of the checkride and the appropriate information IAW current Stan/Eval policy. Delayed reporting could result in delayed or denied funding.
- *** **FOR INFORMATION PURPOSES:** At the time this FCIF was published funding is available for ONLY Mission Check Pilots and Mission Pilots taking checkrides in CORPORATE aircraft. Pilots will be notified if additional funding becomes available.

Richard G. Augur, Maj, CAP
Director of Operations

